

# Business Continuity Plan

For any entrepreneur, a business continuity plan is essential for preparing and planning for any risks that may arise. While you may be facing unexpected disasters that keep you from operating, your competitors are still in business.

By using this guide you will be well on your way to promoting a safe environment for everyone involved in your business.

# Starter checklist

- Analyze unforeseen risks your business may face
- Identify key business information
- Review insurance policies and know what you're covered for
- Back up your data
- Consider where you are keeping a copy of important information
- Train and prepare workers
- Identify an emergency coordinator
- Evaluate employees access to healthcare services
- Evaluate employees access to mental health services
- Identify employees & key customers with special needs
- Encourage employees to have a 72 hour disaster preparedness kit
- Establish policies to implement during an emergency
- Outline recovery procedures
- Set up triggers for company's response plan
- Identify community resources for timely, emergency information
- Develop platforms to communicate recovery status to major stakeholders

**Key information**

Business license:

Insurance policy:

Back up location:

Important paper location:

**Policies & other reference materials**

File	Location	Date updated

# Business analysis

Given your geographic location, what risks are you likely to face? ie. severe weather

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Given your team, what risks are you likely to face? ie. labour action, staffing

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Given security, what risks are you likely to face? ie. fraud, cybersecurity

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Given business operations, what risks are you likely to face? ie. supply chain disruptions

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Given your infrastructure, what risks are you likely to face? ie. fires, power outages

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What is your business currently doing to plan for unforeseen circumstances?

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# Develop your strategy

List your team involved in your business' day-to-day operations

Team member	Role

What resources are your business reliant on?

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# Recovery timeline

What business operations need to be recovered immediately?

Business function	<24 hours	<48 hours	1 week	2 weeks	4 weeks

# Evacuation Routes

**Muster Point**

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**Secondary**

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**Exit Route**

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**Secondary**

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Draw or print out a map showing the muster points and exit routes in the space provided below:


# Build your plan

## Develop procedures

Disaster occurs

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Determine damages

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Management activates plan

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Establish communications

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Relocate to backup site

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Restore data processes on new site

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Begin operations at new site

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Begin work

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Determine primary site is safe to return

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End backup site procedures

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### Recovery Team Contact List

Title	Name	Phone #	Emergency #
Business continuity plan coordinator			
Backup coordinator			
Planning team member #1			
Planning team member #2			
Planning team member #3			
Support team member #1			
Support team member #2			
Support team member #3			
Local site contact			



## Action Plan #1

**Risk:**

Departments/functions affected

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Impact on business

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Actions

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Resources needed

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Recovery Timeline

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## Action Plan #2

**Risk:**

Departments/functions affected

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Impact on business

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Actions

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Resources needed

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Recovery Timeline

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### Action Plan #3

**Risk:**

Departments/functions affected

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Impact on business

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Actions

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Resources needed

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Recovery Timeline

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### Action Plan #4

**Risk:**

Departments/functions affected

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Impact on business

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Actions

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Resources needed

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Recovery Timeline

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## Action Plan #5

### Risk:

Departments/functions affected

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Impact on business

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Actions

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Resources needed

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Recovery Timeline

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## Relocation strategy

If you need to relocate, where is the alternate site?

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Additional details about relocation strategy.

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### Emergency Contact List

Title	Name	Phone #	Emergency #

### Supplier Contact List

Title	Name	Phone #	Emergency #

# Review

How often should you review your plan?

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Team involved in review

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Overview of updates/changes

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Next plan review

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Future considerations - what worked? What didn't work?

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Where can my plan be improved? What future considerations should I make?

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## Keep up with the news

### Alberta-wide

Alberta Emergency Alert  
@AB\_EmergAlert  
[emergencyalert.alberta.ca](http://emergencyalert.alberta.ca)

### Across Canada

Public Safety Canada  
@Safety\_Canada  
[publicsafety.gc.ca](http://publicsafety.gc.ca)